

## **CATASTROPHIC TIME BANK**

**1063**

(No. 117 April 2008)

A catastrophic time bank (CTB) may be approved for an employee when injury, prolonged illness or the effects of a natural disaster on the employee's principal residence, causes the employee a financial hardship. In some cases, employees may be eligible for CTB donations to care for immediate family members.

Upon approval, leave credits (CTO, annual leave, vacation, personal leave, personal holiday and/or holiday credits) may be transferred from one or more employees, across departmental lines, to the requesting employee providing certain criteria is met. The criteria and minimum donation requirement for rank-and-file employees is located in the applicable Collective Bargaining Agreement. The eligibility criteria and minimum donation requirement for non-represented employees is located in the Department of Personnel Administration rules 599.925 and 599.925.1. An employee may not receive leave credits from other employees until he/she has exhausted the leave credits identified in the applicable MOU.

## **REFERENCES**

**1063.1**

(No.123 March 2009)

- The applicable collective bargaining agreements for employees designated as rank-and-file.
- Government Code Section 19991.13
- Department of Personnel Administration Personnel Management Liaison 2005-060.
- California Code of Regulations Sections 599.925 and 599.925.1 for employees designated as excluded.

## **REQUEST PROCEDURES**

**1063.2**

(No.123 March 2009)

The authority to approve/deny requests for CTB is as follows:

- Region Chief (or designee) for Region and Unit employees
- Chief, Labor Relations (or designee) for Sacramento Headquarters employees

Employees (or the employee's union when applicable) must submit a request in writing to the authority listed above. The request should include the following information:

- Employee name
- Classification
- Work location (i.e. region, unit, Sacramento Headquarters Unit)

- General description of the injury, illness, or natural disaster. **NOTE:** If an employee's request for a CTB is approved, the notice announcing such approval shall not identify the medical condition necessitating the need for the CTB.
- Anticipated length of absence
- Anticipated date of return
- Date leave credits will be exhausted

## REVIEW AND NOTIFICATION PROCEDURES

1063.3

(No.74 March 2001)

Approved CTB requests will be placed on the CAL FIRE Public Folders (Bulletin Board) by the reviewing Region or Sacramento Headquarters under the "CAL FIRE Staff Notices" folder list unless the requesting employee requests a different distribution. For example, an employee may have a spouse or and/or other person that is willing to donate all the credits the employee needs. Under such circumstances a memorandum approving the CTB will suffice to implement the donation activity and the CTB request will not be posted. A CTB notice must contain the following information:

- Employee name, classification and place of employment.
- General statement regarding the need for CTB donations (NOTE: The notice shall **not** identify the medical condition necessitating the need for the CTB.

### Examples of acceptable statements include:

The employee is scheduled for surgery and will be absent from work approximately . . . . .;

The employee is undergoing medical treatments which are anticipated to last approximately . . . . .

The employee has been excused from work for medical reasons and is anticipated to be absent for . . . . .

### Examples of unacceptable statements include but are not limited to:

The employee was diagnosed with cancer and undergoing treatments. . .

The employee is suffering from kidney disease/ heart disease and will be absent . . . . .

The employee is scheduled for a hysterectomy, for gall bladder surgery, for prostate surgery, etc. . . . .

- Dates of absence and date when leave credits will be exhausted.
- Anticipated length of absence.
- From whom the employee can receive leave credits e.g. which bargaining units and/or excluded employees.
- Brief description regarding how to donate leave credits, e.g. what form to use and where it can be found; where to send the form.
- Name of the Personnel Specialist to receive all donation forms.
- Name and phone number of person employees may contact for questions.
- The following statement: The approval of the CTB is in no way to be construed as departmental acceptance or agreement that the illness/injury is work related.
- The following statement for all employees classified as Fire Fighters I: CTB donations will not extend the date an employee would have been released from seasonal employment had he/she not been approved for the CTB.

If the reviewing authority denies the CTB, the employee must be notified of such denial in writing. The denial notification must include the reason for denial.

## **DONATING PROCEDURES**

**1063.4**

(No.123 March 2009)

Employees wishing to donate leave credits must complete the Catastrophic Time Bank: Transfer Authorization, [Form CAL FIRE-82](#), as follows:

**Donating Employee:** Completes Part A of the CAL FIRE-82 form and forwards to his/her Personnel Specialist (PS). Note: The decision to donate leave credits is irrevocable.

**Personnel Specialist for Donating Employee:** Completes Part B of the CAL FIRE-82 form, deducts leave credits from the donor's leave balance, and forwards the form to the recipient's PS. Note: If the employee has attempted to donate more leave credits than he/she has available, the PS will return the form to the donating employee for correction. If the donating employee has "zero" leave credits, the PS will indicate "no deduction" and return the form to the donor.

**Personnel Specialist for Receiving Employee:** Completes Part C of the CAL FIRE-82 form and posts donated hours to the recipient's leave record only if the employee needs the credits to cover the pay period. Retains one copy for file, returns one copy to the donating employee, and the original form to the donor's PS. Donated leave shall be posted to the receiving employee's leave record in the order received; the earliest dated CTB Transfer Authorization hours being posted first.

## UNUSED LEAVE CREDITS

1063.5

(No.64 September 2000)

The establishment of a CTB is not intended to result in the receiving employee having residual leave credits after the catastrophic event is over. As such, any leave donations not credited to the receiving employee's leave record will be returned to the donor(s). This includes leave credits that are later determined to be unnecessary because a workers' compensation claim was approved for the employee. In such cases, all leave credits restored because of the approved workers' compensation claim are to be returned to the donor(s) based on the order in which they were donated and used. Donors will be notified that the time they pledged was not needed by the employee and is being credited back to their own leave balance record.

The return of unused leave donations may not be the procedure followed by all departments. CAL FIRE staff who donate leave credits to employees working in other departments must follow that department's rules concerning catastrophic leave.

## EXCEPTIONS TO DONATING/RECEIVING LEAVE CREDITS 1063.6

(No.123 March 2009)

When a CTB has been established, donating and receiving eligible leave credits is as follows:

- Employees designated as excluded (managerial, supervisor and confidential) may donate and receive eligible leave credits from other excluded employees and rank-and-file employees. Please see exception below.
- Employees designated as rank-and-file may donate and receive eligible leave credits from rank-and-file employees in other Bargaining Units as well as employees designated as excluded. Please see exception below.
- **Exception:** BU 8 employees may donate eligible leave credits to excluded employees and rank-and-file employees in other Bargaining Units. However, BU 8 employees may only receive eligible leave credits from BU 8 rank-and-file employees.

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[\(see Forms or Forms Samples\)](#)